

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**  
**TIME LINE**  
**FISCAL YEAR ENDED JUNE 30, 2005**

**Deadline:**

**June 25, 2005**

Agencies provide all Post Cap Forms to DFA-OA-CAFR that need to be completed by June 30, 2005.

Agency personnel settle all construction related WBS elements that are not expected to have anymore GR's. Agencies settle all completed AUC's to final assets.

**June 30, 2005**

Agency personnel settle all remaining construction-related WBS elements.

Agency personnel settle completed construction-in-progress finished since 6/25 to proper fixed asset categories.

All agencies must have leave balances (compensated absences) updated in the AASIS HR module.

DFA-OA-CAFR Section will extract compensated absences information from AASIS.

GRIR balances must be cleaned up by agencies.

**July 8, 2005**

DFA-OA-CAFR Section will obtain accrued interest calculation from Treasury.

**July 12, 2005**

AASIS will provide DFA-OA-CAFR Section with payroll information to calculate payroll accruals.

All June FY2005 cash activity must be entered in AASIS and reconciled to the June 30, 2005 bank statements. Agencies which have bank accounts with a statement cut-off date other than June 30, 2005, must have all June cash activity entered in AASIS and reconciled to the June 30, 2005 bank balance ten days after the statement date.

**July 15, 2005**

Agencies with their own HR systems (do not use AASIS for leave balances) must calculate and record their compensated absences. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit supporting documentation for the leave balances to DFA-OA-CAFR Section.

DFA-OA-CAFR Section will e-mail final compensated absences information to agencies that use AASIS for leave balances with instruction on how to record the compensated absences entries.

DFA-OA-CAFR Section will email accrued interest on Treasury trust CD's to agencies with instructions on how to record.

Each agency must have provided all due to/due from information (fund, general ledger account and amount) to the reciprocal agency.

**July 20, 2005**

Service Bureau agencies must provide Closing Package to DFA-OA-CAFR.

<b>July 21, 2005</b>	Agencies must have submitted all reconciliations of cash activity to DFA-OA-Treasury Reconciliation unit.
<b>July 22, 2005</b>	<p>DFA-OA-CAFR Section will e-mail payroll accrual information to the agencies with instructions on how to record.</p> <p>Agencies with their own HR systems (do not use AASIS for payroll) must calculate and record their accrued payroll. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit supporting documentation for the accrued payroll balances to DFA-OA-CAFR Section.</p>
<b>July 25, 2005</b>	DFA-OA-CAFR Section will run ZSIC report for sick leave.
<b>July 30, 2005</b>	<p>Agencies (excluding service bureau agencies) must have completed period 13 and 15 year-end closing entries, excluding accounts receivable, sick leave and accounts payable.</p> <p>Agencies (excluding service bureau agencies) provide the Year-end Closing Package along with all supporting documentation such as subsidiary ledgers, bank reconciliations, etc. that support the amounts on each agency's trial balance to DFA-OA-CAFR Section.</p>
<b>July 31, 2005</b>	Agencies (excluding service bureau agencies) have all interfund transfers balanced and corrected in AASIS.
<b>August 2, 2005</b>	DFA-OA-CAFR Section must have the information from the State's Retirement Systems needed for sick leave accruals.
<b>August 9, 2005</b>	<p>DFA-OA-CAFR Section will e-mail sick leave information to agencies that use AASIS for leave balances with instruction on how to record the sick leave accrual entries.</p> <p>Agencies with their own HR systems (do not use AASIS for leave balances) must calculate and record their sick leave accruals. If instructions are needed, contact DFA-OA-CAFR Section. These agencies must submit documentation for the entries to DFA-OA-CAFR Section.</p>
<b>August 16, 2005</b>	<p>DFA-OA-CAFR Section will extract "Y" vouchers information from AASIS. Please insure that you put a "Y-xxxx" in the reference field for all Y Vouchers. Failure to put the "Y-" reference as the first two digits will result in unrecorded liabilities.</p>
<b>August 23, 2005</b>	DFA-OA-CAFR Section will e-mail accounts payable ("Y" voucher) information to agencies with instructions on how to post.
<b>August 23, 2005</b>	Accrued sick leave entries must be posted by agencies (excluding service bureau agencies).
<b>August 25, 2005</b>	Agencies (excluding service bureau agencies) post entry for accounts receivable into AASIS. Provide supporting documentation for the amounts

reported as accounts receivable, deferred revenue and allowance for uncollectible accounts, such as subsidiary ledgers, accounts receivable aging reports, etc to DFA-OA-CAFR.

<b>August 30, 2005</b>	Accounts payable entries must be posted by agencies (excluding service bureau agencies).
<b>September 1, 2005</b>	All agency personnel will be blocked from posting entries into FY2005.
<b>September 15, 2005</b>	All agencies provide Analytical Review to DFA-OA-CAFR Section. This form can not be completed until all entries are posted by your agency and the Office of Accounting.
<b>September 30, 2005</b>	Colleges and Universities provide College and University GAAP Closing Book.
<b>October 14, 2005</b>	<p>Applicable agencies provide audit reports:</p> <ul style="list-style-type: none"><li>Safe Drinking Water</li><li>Construction Assistance Fund</li><li>War Memorial</li><li>UAMS</li></ul> <p>Retirement Systems provide Retirement Systems Closing Book.</p> <p>ADFA provide financial statements on Community Technical College Revolving Loan Fund.</p> <p>Applicable agencies provide risk management information:</p> <ul style="list-style-type: none"><li>EBD</li><li>Worker's Comp</li><li>State Insurance Dept.</li><li>State Police</li><li>ADEQ</li><li>ASU</li><li>University of Arkansas Systems</li></ul>
<b>October 17, 2005</b>	Retirement Systems must provide calculation of any Net Pension Asset or Net Pension Obligation to DFA-OA-CAFR. Retirement Systems will need to verify the accuracy of the schedules provided. This schedule is titled: "Determination of Pension Cost and Net Pension Obligation GASB Statement No. 27."
<b>October 24, 2005</b>	Legislative Audit to furnish the following College and University audits to DFA-OA-CAFR Section for inclusion in the CAFR: University of Arkansas Consolidated System, Arkansas State University Consolidated System, Arkansas Tech University, and University of Central Arkansas.
<b>October 26, 2005</b>	<p>Applicable agencies provide all discretely presented component unit audits or financial statements and notes.</p> <p>Retirement Systems provide pension plan actuarial reports.</p>

**PLEASE NOTE:**

Certain items on the timeline do not apply to Colleges and Universities, ADFA, Student Loan Authority, and the Retirement Systems because these agencies submit either a Closing Book with financial statements or a GAAP basis audit report and no information is gathered from AASIS.